

Personnel Issues & You



UPPS Newsletter 2001-01

January 1, 2001

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Dental Insurance Carrier Guidelines

The Personnel Cabinet and some agency representatives recently met with the dental carriers to develop some guidelines. Below are some of the preliminary items that were discussed:

Objective: To inform the dental plans that the payroll clerk is **not** a dental insurance representative or administrator of their plan. Payroll clerks should **not** be the ones to receive dental applications and authorize an effective date and a rate to deduct.

Agency Responsibility: Upon receiving a payroll deduction authorization card from a carrier, the payroll clerk will enter the deduction into the payroll system.

The authorization card should include the employee's signature, effective date insurance begins, and the rate to be deducted. The agency should file this in the employee's payroll file. If an employee stops the deduction the dental carrier should be notified.

Carrier Responsibility: They are responsible for getting their material to the employee. Their materials should include an explanation of benefits, current rates and enrollment application. They are responsible for getting the signed authorization card to the payroll clerk.

Web Site: A list of all dental plans and numbers for the employees to contact the carriers.

Communiques: Informing the employees to contact the individual dental plans for enrollment. A list of dental plans is available on the Personnel Cabinet's web site.

Newsletter: Inform payroll/personnel officers they are **not** dental insurance representatives. They should receive an authorization card from the carriers before setting up a payroll deduction. Timely receipt from the carriers is essential to the payroll officers. //

INSIDE THIS ISSUE

- | | |
|---|---|
| 1 | Dental Insurance Carrier Guidelines |
| 2 | Adverse Weather Leave Code |
| 2 | First Payroll of 2001 |
| 2 | Changes in Office of Public Employee Health Insurance |
| 2 | Personnel Cabinet Telephone Listing |
| 3 | Health Insurance News |
| 3 | Member Services Branch Phone Number |
| 3 | 2000 Newsletter Index |

Adverse Weather Leave Code

Secretary Palmore issued Personnel Memo 00-21 dealing with inclement weather that can be found on the Personnel Cabinet intranet web site at:

<http://kygovnet.state.ky.us/personnel/persmanl/html/6permemo.htm>

When an employee elects to make up the time not worked due to adverse weather conditions, the following instructions should be followed when reporting that time on the employee's timesheet: The time for which an employee is absent from work should be reported as Adverse Weather Leave (code 921). The make up hours should also be reported as Adverse Weather Leave (code 921) using a **negative** amount for the hours worked (Example: 2.0 hours worked to make up for adverse weather conditions absence would be reported on the timesheet as "-2.0" Adverse Weather Leave, code 921). This time worked to make up adverse weather leave **must** be reported as a negative number. The payroll officer will then manually adjust the employee's payroll record to reflect the make up hours as they are worked. Remember to always use PTL with a "+", and POT with a "-". These hours must be made up in accordance with the regulation as described in the above mentioned Personnel Memo.

A report to help you track these hours will run each pay period on RDS. The report will list the employees with 921 transactions and the number of hours. Agencies need to access this report that is called (PERUPPDQ) to track the requirements of making up the time in the four (4) months following the use of the deferral. //

First Payroll of 2001

Since Friday, January 12, 2001 will be a scheduled payday, you will need to complete your December 16-31, 2000 regular payroll on Friday, January 5th, 2001. We realize that this will be difficult so we will extend the payroll down time until 3:00 p.m. Unfortunately, we will not be able to extend the day run if we are to ensure direct deposit and have the checks delivered on time. As always, we appreciate your cooperation. //

Changes in Office of Public Employee Health Insurance

Libby McManis, Executive Director of the Office of Public Employee Health Insurance, has announced her retirement effective January 31, 2001. Libby has served the Personnel Cabinet well and will be sorely missed and forever appreciated.

The new Executive Director of the Office of Public Employee Health Insurance will be Carl Felix. Many of you have met and worked with Carl in the payroll arena. Most recently, Carl has been keeping very busy with the feasibility study for a new personnel/payroll system in addition to his regular work in payroll.

Libby and Carl will be working together in a transition period in January. Please join us in wishing both Libby and Carl well in their new endeavors. //

Personnel Cabinet Telephone Listing

Attached is a revised telephone listing reflecting changes in the Personnel Cabinet. //

Health Insurance News

There are many employees that were required to fill out a 2001 health insurance application due to the carrier that they selected for 2000 no longer being available in their home or work county. We have become aware that many of those employees failed to do so.

Please verify that all employees associated with your company number that were required to fill out a 2001 application have done so, and if not, we will allow those people to fill out 2001 applications until January 15, 2001. Many of these employees have family coverage so we do not want to auto-assign them to single coverage. After January 15, 2001 please auto-assign these members.

Please call the Member Services Branch at (888) 581-8834 or (502) 564-0354 if you have any questions regarding this. //

2000 Newsletter Index

For your convenience in referencing newsletter topics, attached is an index of "Personnel Issues & You" newsletters distributed during 2000. These newsletters can be found on the Personnel Cabinet intranet web site at <http://kygovnet.state.ky.us/personnel/upps/00index.pdf>

If you are not currently receiving this newsletter via e-mail please send your e-mail address to stephany.ivers@mail.state.ky.us. She will notify you by e-mail each month when the newsletter is added to the web site. //

Member Services Branch Phone Number

As most of you know, the Member Services Branch has designated (502) 564-0354 as a "back-door" number that is only given to health insurance coordinators and insurance carriers. This number is not made public so that we may help insure that the carriers and coordinators have one line that is accessible to them when we are experiencing heavy call volume. Please do not give this number out to members. The telephone numbers (502) 564-6534 and (888) 581-8834 are the public telephone numbers.

Thanks so much for your cooperation as always! //

UPPS Newsletters Index
Bulletins on Health Insurance, Personnel and Payroll / Personnel Issues & You
Issues 1-12, 2000

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
00-01	January 1	<ul style="list-style-type: none"> • Part-time to Full-Time or Vice-Versa • Revised Personnel Manual to be issued 1-1-2000 • TALX-The Work Number • Adoption Assistance • Weekend Premium for Personnel/Payroll • Employee Status Codes for Co-op & Scholarship • Local Tax Updates--Campbell County, Alexandria, Bellevue, Cold Spring, Dayton, Fort Thomas, Newport, Silver Grove, Southgate, Wilder • 1999 Newsletter Index • Health Insurance • New Director of Employee Benefits Named
00-02	February 1	<ul style="list-style-type: none"> • State of Emergency • Weekend Premium • On-Line Reminder for March 1, 2000 • Local Tax Updates--Hodgenville, Barbourville, Livingston County • TALX--The Work Number • Paying Deceased Employees • Misdirected Mail • Health Insurance Refund Forms
00-03	March 1	<ul style="list-style-type: none"> • Helpful Hints When a New Employee Comes on Board • Educational Leave Contract Updated • TALX--The Work Number • Personnel Cabinet Telephone Listing • Security List Form Revised • Commonwealth Choice <ul style="list-style-type: none"> Delinquent Claims Reimbursement Confirmation Notices COBRA Terminations Agency Transfer Waiving Coverage Qualifying Event/Family Status Change • Health Insurance <ul style="list-style-type: none"> Refund Request Checks
00-04	April 1	<ul style="list-style-type: none"> • State of Emergency • Sick Leave Donation Memo Revised • Employee Categories • Local Tax Update - Hodgenville & Coal Run Village • Checklist of Information Required from Carriers for Payroll Deduction • Clarification of the Work Week for Interim Employees • Valid Account Numbers for Payroll/Personnel Jobs • Agency Payroll/Personnel Staff List
00-05	May 1	<ul style="list-style-type: none"> • New Employees in State Government • Employees Who Transfer in the Middle of a Pay Period • CAPS & Co-op Positions • Local Tax Update--Mt. Vernon • P-1 Processing Notes • Important Information Regarding Arrears on Deduction 63 • Important Reminders for Insurance Coordinators

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
00-06	June 1	<ul style="list-style-type: none"> • Detail to Special Duty • Reporting of Voting Leave • House Bill 537 • P-1s for Competitive & Internal Mobility Appointments • The Immigration Reform and Control Act • Two Insurance Carriers for Payroll Deduction Cancelled • Agency Payroll & Personnel Staff List Updated • Block 50 Ineligible List • New Nature of Action Code C33 • Health Insurance Branch Announces Tentative Open Enrollment and Training Dates! • Commonwealth Communiqué
00-07	July 1	<ul style="list-style-type: none"> • New Name, New Look • One Year Promotional Probation • Notice from Treasury • Health Insurance/Commonwealth Choice Matters • Leave Sharing Forms • Welcome New Employee • Update on IPPS Feasibility Study • New Retirement Rates • Special Payroll Reports • Class Not Eligible for Block 50 Payments
00-08	August 1	<ul style="list-style-type: none"> • New Nature of Action Codes • Military Leave • Bereavement Package • Leave Sharing Codes Clarification • Changes in Benefits Plans • New Tax Codes • Agency Assignments • Confusion Regarding Prescription Drug Formularies • Open Enrollment Meeting • Senate Bill 288
00-09	September 1	<ul style="list-style-type: none"> • EFT Change Recommendation • Series I Bonds • New Employee Enrollment Forms • Agency Spotlight Career Fair • COBRA, LWOP Checks • New Contact for Comp Dent • Payment of Employee Adoption Benefits • New Spectera Plan Rates • New Nature of Action Code E24 • Health Insurance Open Enrollment Benefit Fairs Schedule • Block 50 Ineligible List
00-10	October 1	<ul style="list-style-type: none"> • Salary Reduction Upon Promotion or Lateral Transfer • K.A.S.E. Rate Increase • Agency Spotlight Success • Contracts with Multiple MARS Labor Codes • State Paid Retirement One-time Deductions • Feedback on EFT Change Recommendation • New Error Messages • United Concordia Rates for 2001 • Health Insurance Update

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
00-11	November 1	<ul style="list-style-type: none"> • Adenta Subscribers that Retire ▪ Dual Employment ▪ Your Roll in Payroll Deduction Discrepancies ▪ Health Resources, Inc. 2001 Rates ▪ Spectera Issues ▪ Burch Dental Plan Premium Changes ▪ Open Rnrollment ▪ Change in Files Branch ▪ W-2 Time Approaches ▪ EFT Pre-Note Schedule ▪ Employee Addresses on UPPS ▪ Charitable Campaign
00-12	December 1	<ul style="list-style-type: none"> • Overtime Calculation ▪ Increment Date for Non-Merits ▪ Tax Update for Boone County/Florence ▪ Checks to be Issued Before Christmas ▪ Payroll Schedules ▪ New Office Established ▪ State of Emergency Executive Orders ▪ Health Insurance Notes <ul style="list-style-type: none"> Advantage Care Cross Referencing I.D. Cards

PERSONNEL CABINET TELEPHONE LISTING, JANUARY 2001

OFFICE OF THE SECRETARY SUITE 516, (4-7430) Carol.Palmore@mail.state.ky.us	
CAROL M. PALMORE Lisa Wilhoite, x 2019 Margaret Daniel, x 2218	Singer Buchanan, Jr. Charlotte White, x 2011 Craig Reynolds (4-0358, x 2132)
OFFICE OF ADMINISTRATIVE & LEGAL SERVICES	
Jackie Beach (4-7430, x 2213) Dan Egbers (4-7430) Walt Gaffield (4-7409, x 2226) Paula Groves (4-7409, x 2119) Dave Holzwarth (4-7430, x 2212)	Burr Lawson (4-7430, x 2217) Elinda Manley (4-7409, x 2214) Sylvia Mena (4-7430, x 2030) Kimberly Raybon (4-7430, x 2211) Bruce Trent (4-7430, x 2228) Linda Wilson (4-7409, x 2020) Lisa Wilson (4-7409, x 2222) Theresa Wood (4-7430, x 2210)
SYSTEMS MANAGEMENT (ROOM 529, 4-0198)	
Jeanne Campbell, x 2723 Diane Collins, x 2560 Connie Gregory, x 2101 Travis Humphries, x 2725 Neal Lanham, x 2146	Susan Stinnett, x 2737 Joanna Warhus, x 2740 Beverly Wilhoite, x 2741 Ferlin Wright, x 2542 Computer Room, x 2520 & 2600
OFFICE OF PUBLIC EMPLOYEE HEALTH INSURANCE ROOM 501 (4-0358)	
Vickie Clark, x 2133 Carl Felix, 4-6883, x 2515 Jill Hunter, x 2161 Libby McManis, x 2130 MEMBER SERVICES ROOM 501 (4-6534) 888-581-8834	DATA ANALYSIS Melinda Broughton, x 2160 Sharley Hughes, x 2116 Eric Poston, x 2135 ENROLLMENT INFORMATION ROOM 503 (4-1205) Paula Chisholm, x 2172 Reina Diaz-Dempsey, x 3130 Cheryl Gay, x 2147 Mae Green, x 3136 Amy Hurley, x 2171 Lynn Litzler, x 2179 Philip Luckett, Sr., x 2175 Dawn Moreland, x Vickie Poole, x 2173 Teresa Shipley, x 2174 Carla Smoot, x 2169 Olivia Strickland, x 2165 Jeffrey Wiley, x 2148 Scan Room, x 2148
KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY 2501 GEORGETOWN ROAD, SUITE 1 (573-7925) 800-542-2667 persdeferredcomp@mail.state.ky.us	
EXECUTIVE DIRECTOR Robert C. Brown Don Dampier Pat Gardner Chris Helvey Connie Smith	INVESTMENT & RECORDS Kimberly Ball Jody Dunn Nikki Guest Barbara Hedrick
PAYOUT COUNSELING Lyriss Cunningham Julie Gordon Sharon Melson Eric Simpson	PARTICIPANT SERVICES Larincia Bowers Dick Ernst Lori Kays Brenda Stovall

DEPARTMENT FOR EMPLOYEE RELATIONS COMMISSIONER'S OFFICE Julie.True@mail.state.ky.us SUITE 511 (4-7911)	
Julie True, x 2121	Debbie Mitchell, x 2120
DIVISION OF EMPLOYEE BENEFITS	
DIRECTOR'S OFFICE, SUITE 511 (4-6847) Cathy Clark, x 2410 Amanda Flynn, x 2333	LIFE INSURANCE ROOM 503 (4-4774) 800-267-8352 Gaye Adcock, x 3146 Sabrena Brown, x 3143 Michele Ellis, x 3135 Jeri Hardin, x 3132 Joe Hughes, x Kimberly Quinn, x 3145 Lee Rice, x Sharon Spencer, x 3133
WORKERS COMPENSATION SUITE 511 (4-6847) Bobby Gillis, x 2125 Jeffrey Hockensmith, x 2301 Peggy Montgomery, x 2134 Valerie McGraph, x 2123 Donna Shelton, x 2113 Bill Smith, x 2126 Angie Spaeth-McDonald, x 2251 Paula Spicer, x	EMP ASSISTANCE BUSH BLDG (4-5788) 800-445-5327 Patsy Blevins, x 224 Mary Jane Cowherd, x 222 Trina Jennings, x 223 Tammy Tyson, x 221
DIVISION OF COMMUNICATIONS & RECOGNITION DIRECTOR'S OFFICE, SUITE 511 (4-3433) 800-471-1753	
Tina Johnson, x 2118 COMMUNICATIONS Deborah Sutherland, x 2140	Ivory Henry, x 2110 EMPLOYEE RECOGNITION Mary Greenwell, x 2117 Chuck Riddell, x 2149

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Herb Sheetinger (4-2428, x 2512) David Cooke (Suite 517, 4-6920, x 2633)	Stephany Ivers (4-7571, x 2510)
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Jackie Shrout, x 2544	Kimberly Hatter, x 2561
PAYROLL, ROOM 535 (4-6883)	
Kristy Castro, x 2517 Gail Cooper, x 2527 Peggy Hatter, x 2528 Julia Hughes, x 2553 Carol Kelien, x 2519 Jim Looney, x 2513 Jo Ann McAlister, x 2518 Betty Warford, x 2514	PROCESSING/FILES, ROOM 531 Carolyn Bruce, 4-6873, x 2532 Sissy Burnham, 4-6873, x 2535 Lisa Case, 4-6873, x 2531 Sandra Darneal, 4-6873, x 2534 Connie Heady, 4-6873, x 2533 Jean Henning, 4-6873, x 2538 Mary Jane Johnson, 4-7543, x2562 Dena McGuire, 4-7543, x 2539
DIVISION OF CLASSIFICATION & COMPENSATION DIRECTOR'S OFFICE, SUITE 502 (4-4503)	
Dale Shelton, x 2124	Debbie Parido, x 2129
CLASSIFICATION Phyllis Harris, x 2023 Vickie Hatchel, x 2017 Ron Smith, x 2219 Jim Stanley, x 2021 Mark Thompson, x 2114 Marilyn Vance, x 2215	COMPENSATION Susan Jeffers, x 2022 Gary Shrout, x 2220 Terry Sullivan, x 2112
DIVISION OF STAFFING SERVICES DIRECTOR'S OFFICE, SUITE 517 (4-6920)	
David Cooke, x 2633	Holly Davis, x 2611 Lucy Karsner, x 2632
EMPLOYMENT COUNSELING (4-8030) Jan Akers, x 2629 Shona Alderson, x 2626 Claudette Collins, x 2640 David Dooley, x 2603 Kristy McCoy, x 2636 Samuel Moore, x 2658 Kevin Naiser, x 2634 Karen Neeley, x 2625 Dorcas Peach, x 2628 Rose Polsgrove, x 2602 William Sander, x 2630 Kay Wallace, x 2638 Marilyn Williams, x 2624	APPLICANT PROCESSING (4-8030) Denice Driver, x 2616 Merla Graves, x 2620 Beth Hicks, x Denise Jones, x 2622 Farrah Keith, x 2627 Betty Shropshire, x 2613 Jamille Smith, x 2621 Robin Smith, x 2612 Sharon Smither, x 2614 Kathy Strange, x
REGISTER, (4-6922) Roberta Brownlee, x 2643 Dorothy Burton, x 2657 Cheri Chambers, x 2655 Sharen Fogle, x 2654 Kay Goodwin, x 2659 Phyllis Lee, x 2635 Wanda Searcy, x 2639 Monica Smith, x 2653 Lucy Wheeler, x 2637 Tracy Young, x 2642	STAFFING ANALYSIS (4-6702) Marina Alford, x 2647 Kim Combs, (4-7602, x 2617) Carla Gray, x 2648 Brenda Kelley, x 2656 Gay Lee, x 2644 Kimberly Roush, x 2645 Kevin Shipp, x 2649 Brenis Taylor, x 2646
OFFICE OF PERFORMANCE MANAGEMENT DIRECTOR'S OFFICE, ROOM 525 (4-4673 or 4-4675)	
Johnny Keene, x 2523 Regina Gravitt, x 2524	Regina Edington, x 2522

Benefits Data Branch (Room 511) Class & Comp (Suite 502) Deferred Comp Employee Benefits (Suite 511) Employee Records (Rm 535) Health Insurance (Suite 501) KEAP (Bush Building) Life Insurance (Room 503) Secretary's Office (Rm 516) Staffing Services (Director's Office) Staffing Services (Register) Staffing Services (Emp. Cnsel) Systems Management (Room 529) Workers Comp (Suite 511)	FAX 564-1085 FAX 564-6507 FAX 573-4494 FAX 564-4311 FAX 564-5826 FAX 564-0364 FAX 564-5189 FAX 564-4034 FAX 564-7603 FAX 564-3588 or 564-5251 FAX 564-5414 FAX 564-0512 FAX 564-2274 FAX 564-9119
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